



SECTION B – RECRUITMENT, SELECTION, AND HIRE

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Policy - Section B - Recruitment, Selection, and Hire

I. Recruitment

I.1. Recruitment–Policy

The Laboratory informs prospective applicants, both current employees and individuals from outside the Laboratory, of employment opportunities. Special efforts are made to ensure that the recruitment process helps attain the affirmative action goals and objectives as set forth in the Laboratory's affirmative action plan. The duties and responsibilities for the vacancy, as well as the qualifications necessary to perform these duties and responsibilities, are identified prior to recruiting applicants.

I.2. Recruitment–Responsibilities

I.2.1. Human Resources Manager/Equal Opportunity Administrator

The Human Resources Manager is responsible for

- Developing and coordinating, in association with department heads/division leaders, all recruitment programs (including college, university, job fair, and industrial recruiting, and advertising in appropriate media).
- Informing current employees of promotion and transfer opportunities.
- Publishing and distributing the Employment Opportunities bulletin.
- Approving the description of duties and responsibilities and the job classification.
- Providing advice and counsel to the department head/division leader.
- Developing an applicant pool of sufficient diversity to allow for a choice in selection from among qualified applicants and for meeting affirmative action objectives.

As the Equal Opportunity Administrator, the Human Resources Manager is responsible for reviewing, monitoring, and evaluating the effectiveness of the recruitment programs in meeting affirmative action objectives.

I.2.2. Department Head/Division Leader

The department head/division leader is responsible for

- Informing the Human Resources Manager when there is a vacancy.
- Ensuring that the approved hiring schedules are followed.
- Consulting with the Human Resources Manager on the qualifications for the vacancy.
- Assisting in the development of recruitment sources.



I.3. Posting Vacancies

All career indefinite, flexible term, and temporary (fixed- and indeterminate-time) vacancies are posted, except as set forth in [Section B.I.3.1., "Exceptions to Posting."](#) A vacancy does not occur and posting is not required when a temporary (fixed- or indeterminate-time) employee automatically converts to flexible term employee status under the provisions of [Section A.III.6.6. \(policy and procedure\)](#), [A.III.6.6.1.](#), [A.III.10. \(policy and procedure\)](#) and [A.III.20.](#)

A summary of the duties and responsibilities for the vacancy, the minimum qualifications, and any special requirements, such as a driver's license or a physical requirement, are included in each posting of the vacancy.

The posting of temporary vacancies is required only (a) for summer and co-op programs and (b) if the appointment is to be a six month's duration or more and if the directorate is underutilized for affirmative action purposes in that job group.

Each career and indeterminate-time vacancy shall be listed in the official [Jobs Homepage](#) maintained by Human Resources on the Laboratory's internal and external websites. Other vacancies may also be listed. The Employment Opportunities bulletin is displayed at several locations throughout the Laboratory so that all employees may learn of promotion and transfer opportunities. The bulletin is widely distributed outside the Laboratory to applicant sources. Such sources include those that reach minorities, women, disabled persons, and covered veterans ([See Section A.II.1.](#) and [2.](#)).

Concurrently, the vacancies may also be publicized in other advertising media, as appropriate. Such media include those that reach minorities, women, disabled persons, and covered veterans ([See Section A.II.1.](#) and [2.](#)).

Vacancies are posted for a minimum of two weeks before a decision to hire is made, to ensure that current employees and individuals from outside the Laboratory have the opportunity to learn of job vacancies. Vacancies may be posted for longer periods to ensure there is an adequate and diverse applicant pool.

I.3.1. Exceptions to Posting

The Human Resources Manager may approve exceptions to posting when

- The vacancy is to be filled by an individual (a) who is scheduled for layoff, (b) who has the right to recall in the same department and classification, or (c) who has preference for reemployment in any Laboratory department.
- Both the function and the employee performing the function are being transferred from one department/division to another.
- Employees are reassigned as the result of a reorganization.
- An individual with rare scientific, technical, or administrative skills is currently available and will not be available if hiring actions are not taken promptly.
- A change in an employee's assignment is required by an administrative need (e.g., medical, grievance or administrative review decision, reassignments in the best interests of the Laboratory and the employee, or overstaffing not associated with layoff or reorganization).



- The vacancy is to be filled by a participant in a government-funded program intended to develop career employment opportunities.
- The vacancy is to be filled by a lateral transfer within a Directorate.
- The vacancy is to be filled by a Laboratory retiree, and the appointment will be non-career, indeterminate-time.

II. Selection

II.1. Selection–Policy

The Laboratory attempts to select the applicant whose qualifications are most closely related to those required for successful performance of the major duties and responsibilities of the position. Individuals scheduled for layoff, or with the right to recall, or with preference for reemployment have first consideration for any vacancy for which they are qualified in accordance with the Laboratory's layoff policies. ([See Section B.I.3.1., "Exceptions to Posting."](#))

II.2. Selection–Responsibilities

II.2.1. Human Resources Manager/Equal Opportunity Administrator

The Human Resources Manager is responsible for

- Selecting among all applicants those who meet the stated requirements and qualifications.
- Advising the department head/division leader about Laboratory personnel policies, legal requirements, selection processes, and standards.
- Consulting with the department head/division leader about the availability and qualifications of applicants.

As the Equal Opportunity Administrator, the Human Resources Manager is responsible for

- Reviewing, monitoring, and evaluating the effectiveness of the selection process in meeting affirmative action goals and objectives.
- Consulting and advising with respect to nondiscrimination in employment.

II.2.2. Department Head/Division Leader

The department head/division leader is responsible for

- Selecting the individual.
- Complying with the selection policy.

II.3. Selection Process

II.3.1. Definitions

For the purpose of the selection process the following definitions apply:

Job Description

A general statement of the job duties and responsibilities.

Qualifications

Abilities, knowledge, and skills necessary to perform the described duties and responsibilities.



- Ability--an observable behavior or a behavior that results in an observable product (e.g., willingness to work overtime, do research and creative work, supervise others).
- Knowledge--a body of information that can be applied directly to the performance of a function (e.g., expertise in purchasing, a physical science, engineering drawings).
- Skill--a learned psychomotor skill (e.g., typing, driving a truck, drafting, operating precision machinery).

Requirements

Conditions that must be met before an individual can perform the duties and responsibilities of the position (e.g., having a license required by law, having a work permit, having a "P" or "Q" clearance or "L" clearance [see Section K regarding clearances](#)).

II.3.2. Policy--Selection Procedure

The selection procedure used can include only those that assess or review those qualifications related to the job duties and responsibilities set forth in the job description. The selection procedure may include any of the following:

- Reviewing application forms.
- Interviews, when conducted by a member of the Employment & Benefits Services Division, the department head/division leader, an employee or employees designated by the department head/division leader, or a panel of interviewers composed of employees and/or individuals outside the Laboratory when appointed by the department head/division leader.
- Seminars given by an applicant under the direction of the department head/division leader to members of the Laboratory's professional staff.
- Pencil and paper tests when specifically approved by the Human Resources Manager.
- Physical examinations, but only those portions of the examination that would be pertinent to performing the duties and responsibilities of the position.
- Reference checks to verify information about an applicant's abilities, skills, or knowledge.
- Skills tests (e.g., typing, shorthand, keypunch, physical agility for protective and firefighter personnel) when specifically approved by the Human Resources Manager.
- Review of papers, reports, or books when the applicant is the author.
- Review of academic or training courses or programs to evaluate an applicant's formal training.
- Determination that an applicant holds a license (e.g., driver, nurse, medical doctor, civil engineer) when required by law as a condition for performing the duties of the position.
- Other DOE requirements (e.g., physical fitness standards).

The use of other selection procedures requires the prior written approval of the Human Resources Manager; however, polygraph tests shall not be approved for use.



II.3.3. Final Selection

The department head/division leader selects the applicant who, in his/her opinion, is most likely to perform successfully on the job. In reaching the decision, each applicant's qualifications should be carefully reviewed in relation to the job description. Should the department head/division leader evaluate two or more applicants as being substantially equally qualified, consideration should be given to providing career development opportunities to Laboratory employees.

Selection decisions regarding otherwise qualified disabled persons shall be made in accordance with the Laboratory's policy applying to nondiscrimination on the basis of disability, provisions of which govern reasonable accommodation, pre-employment inquiries, medical examination, and other employment practices.

Upon completion of the selection process, the department head/division leader recommends that the Human Resources Manager make a formal offer of employment. The department head/division leader establishes a record of the reasons for selecting the successful applicant, as well as a record of the reasons for not selecting the other applicants, and sends the record to the Human Resources Manager for retention.

III. Hire

III.1. Hire–Policy

Continued employment at the Laboratory is subject to satisfactory job performance and conduct and the availability of work and funds.

Offers of employment can be made only by the Human Resources Manager.

III.2. Age Limitation

Special precautions must be taken when individuals under the age of eighteen are hired or assigned to work in areas where they will be subject to more than natural radiation exposure. Individuals under the age of eighteen who have not graduated from high school are required to have work permits.

III.3. Foreign Nationals

The employment of a foreign national requires the specific prior approval of DOE. The employment of a foreign national also must be in accordance with Federal law and the regulations of the Immigration and Naturalization Service. Generally, a foreign national eligible for employment holds a valid visa and is

- An immigrant.
- A nonimmigrant foreign national authorized by the Immigration and Naturalization Service to engage in temporary employment.
- A nonimmigrant student whose employment is in accordance with Immigration and Naturalization Service regulations and who has the approval of the Foreign Student Advisor on the UC campus where registered as a student.

All nonimmigrant foreign nationals must have or agree to acquire minimum health insurance coverage.



III.4. Near Relatives–Policy ([See Procedure B.III.4.](#))

Approval by the Human Resources Manager is required prior to the appointment of near relatives to positions in which they would have a supervisory relationship with each other, in which they would have the same immediate supervisor, or in which they would have close working relationships. Likewise, approval is required if two employees holding positions in which one of these work relationships exists subsequently become near relatives. This policy also applies to student employees.

For purposes of this policy, a near relative is defined as a spouse, registered domestic partner, mother, father, children, children of registered domestic partner, sister, brother, grandparents, grandchildren, and step relatives and in-laws in the same relationships.

Criteria

The employment of a near relative normally will not be approved when

- A supervisory relationship would exist.
 - An employee would be the immediate supervisor of a near relative.
 - An employee would have supervisory responsibility or would be responsible for the work assignments of a near relative.
- Near relatives would have the same immediate supervisor.
- A near relative would participate in the Laboratory-sponsored summer employment program designed to facilitate the exchange of ideas and experience between the academic and research environments.

III.5. Pre-Employment Security Evaluation

Prior to making an offer of employment to an applicant, the Laboratory's Safeguards and Security Department makes a pre-employment security evaluation.

III.6. Verification of Employment Eligibility and Identity

Under Federal law, the Laboratory is required to verify that all employees are legally able to work in the United States. Newly hired employees are required to provide documents that verify their employment eligibility and identity as specified in the Immigration Reform and Control Act of 1986.

III.7. Physical Examination

Payroll supervisors are responsible for ensuring that new employees undergo required health evaluations before beginning their regular job duties to determine their physical and psychological capabilities in relation to the essential functions of the prospective job. The offer of employment is subject to the individual's passing those portions of a physical examination pertinent to the position. In some cases, the Health Services Department may recommend restrictions on an employee's work assignment or activities and advise the department head/division leader and the Human Resources Manager, who will be jointly responsible for working out, if possible, an accommodation to the restrictions. Refer to the [ES&H Manual, Document 10.1, Occupational Medical Program, Section 2.1](#), Medical Evaluations, New Hires



III.8. Probationary Period

New or rehired career employees, except flexible term, upper management personnel and senior management group employees, may be required to serve a probationary period of employment to evaluate their performance and general suitability for Laboratory employment. Normally, the probationary period will be completed on the first day following six months of continuous service at one-half time or more.

The probationary period may be extended by the Human Resources Manager under unusual circumstances, such as a change of supervisors during the probationary period. The probationary period may be extended also to allow the department head/division leader more time to observe the employee's performance following the granting of a "Q" clearance. In no case may the probationary period exceed a total of nine months. Time on leave with or without pay is not qualifying service for the completion of the probationary period. The performance of probationary employees is evaluated in accordance with the performance appraisals policy. ([See Section E, Part I.](#))

III.9. Hire—Responsibilities

III.9.1. Human Resources Manager

The Human Resources Manager is responsible for

- Making the official offer of employment, including commitments to any and all terms and conditions of employment (i.e., salary or wage rate, travel, per diem, shipment of household goods expenses, probationary period, term appointment, temporary or career appointment).
- Reviewing the recommended salary or wage rate offer for consistency with compensation policies.
- Requesting any required Director's Office, UC, or DOE salary approvals (the offer of employment may be made contingent upon obtaining the required approvals).
- Reviewing the recommended offer to ensure compliance with Laboratory policies, including the near relatives, foreign nationals, age limitation, physical examination, pre-employment evaluation, and probationary period policies.

III.9.2. Department Head/Division Leader

The department head/division leader is responsible for

- Recommending to the Human Resources Manager the applicant who is to be offered employment as well as the terms and conditions of employment.
- Providing the Human Resources Manager with the reasons for selecting the applicant and for not selecting other applicants.

III.9.3. Safeguards and Security Department Head

The Safeguards and Security Department Head is responsible for the security pre-employment evaluation.



III.9.4. Hazards Control Department Head

The Hazards Control Department Head is responsible for advising the Human Resources Manager and the cognizant department head/division leader of areas where individuals under the age of eighteen should not be assigned to work, or where special precautions may be necessary.

III.10. Hire–Process

The Laboratory attempts to provide new employees with information on Laboratory personnel programs and policies, including benefit programs, and to start employees on their jobs as expeditiously as possible.

III.10.1. Hire Process–Responsibilities

III.10.1.1. Human Resources Manager

The Human Resources Manager is responsible for

- Processing the forms necessary to start work (e.g., payroll and tax withholding forms, patent agreement, oath of allegiance, benefit enrollment forms, relative approval, and employment forms).
- Providing an orientation program to familiarize the new employee with the Laboratory, as well as providing an opportunity to ask questions about personnel policies and benefit programs.

III.10.1.2. Department Head/Division Leader

The department head/division leader is responsible for

- Providing the new employee with the information, guidance, and training needed to perform the duties and responsibilities of the position for which hired.
- Informing the new employee of the department's or division's organization, purpose, and requirements.

III.4. Near-Relative Review–Procedure

When a department head/division leader learns from an employment application, or by other means, that a near relative is being seriously considered for a position, or that a near-relative relationship will result from the marriage of two current employees, the following procedure is to be used:

- a. Inform the Employment Representative for the department/division that there is a near-relative relationship.
- b. The Employment Representative will gather the following information:
 - i. The current or proposed positions and job classifications of the near relatives.
 - ii. The department/divisions in which they work.
 - iii. The name and job classifications of the near relatives' immediate supervisors.
 - iv. The opinion of the supervisors as to whether or not a supervisory relationship or a close working relationship exists or is likely to occur.



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- c. The Employment Representative will complete Form LL-3752, Request for Relative Approval, and will, when necessary, provide any additional, pertinent information in a memorandum to be attached to the form.
- d. The Employment & Benefits Services Division Leader will review the information and will recommend approval or disapproval to the Human Resources Manager.
- e. The Human Resources Manager will consider all the facts and will approve or disapprove the request.
- f. The Human Resources Manager may request advice from an Associate Director or the Director before approving or disapproving a request.
- g. A department head/division leader may appeal a decision of the Human Resources Manager to the Director.

The Employment & Benefits Services Division Leader will maintain a record of the requests for near-relative approval.

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For policy-related questions, contacts are:
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For web-related questions about this page, contact: [Workforce Planning and Analysis, SEDD](#)

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